



ICCM Template –

Example Bereavement Leave Policy

November 2025

Bereavement Leave Policy

Introduction

The purpose of this policy is to provide guidance in relation to the handling of bereavement leave requests. Bereavement leave requests should be handled with sensitivity and it should be recognised that employees who make them are likely to be in an emotional or stressful state. The purpose of bereavement leave is to allow the bereaved time away from the workplace following the death of an immediate family member, this time is to include the attendance of the funeral.

This policy is separate from the statutory provisions for Parental Bereavement Leave in the UK. Any payments made in line with this policy will be offset against any statutory provisions.

Immediate family

Although every family will have different views on what they consider immediate family, to ensure fair and consistent treatment, the Company define the death of immediate family as those listed below:

- Parents (inclusive of stepparents)
- Spouse
- Partner
- Siblings (inclusive of stepsiblings and half siblings)
- Children (inclusive of stepchildren)
- Grandparents (inclusive of step-grandparents)
- Grandchildren (inclusive of step-grandchildren)

Extended family

The Company recognise that the list of immediate family does not cover all family members and the death of other family members may require employees to have time away from work. To ensure fair and consistent treatment, the Company define the death of extended family as those listed below:

- Parents-in-law
- Son/Daughter-in-law (inclusive of children's partner)
- Brother/Sister-in-law

Bereavement leave

In the event of the death of a family member employees will be entitled to the following bereavement leave:

- Immediate family – Two (2) weeks full pay
- Extended family – One (1) week full pay

The Company will provide bereavement leave from the date of employment. This leave must be taken within two (2) years of the date of death and may be taken as either one continuous two-week period or two separate one-week periods.

In the event of the death of a child (under 18 years of age), any paid compassionate leave will be provided in conjunction with Statutory Parental Bereavement Pay, where the employee meets the qualifying criteria. The Company will align this entitlement by extending the period within which the leave may be taken from 56 weeks to two (2) years, ensuring consistency across both the Company's Bereavement Leave Policy and the statutory Parental Bereavement Leave provisions.

Further to bereavement leave employees may request to use holidays or take unpaid leave to extend their period of bereavement leave. Although there is no automatic right to extend bereavement leave, the Company will consider all requests.

Other family and friends

Employees who wish to take time away from work following the death of friends or other family not included in the list of immediate family or extended family should request either holiday or unpaid leave. Although following the death of friends or other family not included in the list of immediate family or extended family, there is no automatic right to bereavement leave, the Company will consider all requests.

Requesting bereavement leave

The Company recognises that, in many situations, the employee will not be aware that bereavement leave is going to be required. As soon as reasonably practicable the employee should contact their line manager to explain what has happened, and to request bereavement leave.